

Receiving Report Information

I. CEFMS Report Generation

1. Financial Management Functions (1)
2. Financial Management (3)
3. Expenditures/Disbursements (4)
4. Reports (14)
5. Invoices Without Matching Receiving Report--Rep ID: invchk
6. Receiving Reports Without Matching Invoices--Rep ID: rrchk
7. Unapproved Pay Estimates Report--Rep ID: unappayest

II. Staff Training

1. Receiving Report input is activity responsibility
2. Web Document Management System allows activity to see the invoice
 - a. Web site is www.fc.usace.army.mil Select Document Management System
3. Receiving Reports should be entered upon receipt of product or service
4. Do not wait for receipt of invoice to enter receiving report
5. Eng 93s must be input timely and approved
6. Acceptance means an acknowledgement by an authorized Government official that goods received and services rendered conform with the contract requirements
7. Constructive Acceptance occurs 7 calendar days after the receipt of goods and services on the receiving report
8. The grace period before interest will accrue is based on the earlier of acceptance or constructive acceptance on the receiving report
9. Pay Estimates--The prompt payment pay date is calculated based on the F&A received date
10. Pay Estimates--Must be approved by the COR before payment
11. Utilities--
 - a. Use the last day of the utility period indicated on the invoice/statement as the acceptance date on the receiving report
 - b. If no service period is indicated, use the statement date as the acceptance date
 - c. CEFMS obligation utility payment terms should agree with the utility billing statement
 - d. Utility terms can range from 10 days to 30 days
 - e. Do not establish 1 or 2 day pay terms
 - f. Ensure invoices are sent to UFC on a regular basis

III. Receiving Report/Payment Contacts at UFC

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